

40 Hours	Laborer		Job Posting	
Direct Report	DPW Sewer/Water Supervisor	Grade	5	step 1 \$15.68 July 1, 2016
Department	Department of Public Works	FLSA	AFSCME Local 1703	
Division	DPW Sewer/Water	Bargaining Unit	Non- Union	
Date	May 2016	Location	Town Hall	

Summary

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town street, storm drainage facilities and utility systems; snow and ice control; shade tree and/or Town property; other Department related work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
2. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand, etc.
3. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
4. Performs all duties in conformance to appropriate safety and security standards.
5. Performs required labor involved in construction and maintenance projects as part of a crew within Divisions of the Public Works Department, including, but not limited to, general landscape, trimming, pruning hedges and tree limbs, turf maintenance, athletic field construction and maintenance, roadway repair; drain systems and/or utility systems.
6. Operates a variety of power construction and maintenance equipment used in the Public Works Department.
7. Performs all those functions required for the interment process, if needed.
8. Other duties as required or assigned.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school education or GED equivalent, and
2. Two (2) years of experience relating to maintenance and construction, or
3. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
2. Skill in operation of some of the listed tools and equipment.
3. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

1. Valid State Class D Driver's license, and acquisition and maintenance of a Massachusetts Class B Commercial Driver's License (CDL) with Air Brake and Tanker Endorsement within six (6) months of employment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, weed whacker, electric trimmers, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, chain saws, rope for rigging, push mowers, walk behind mowers, riding mowers, wood chippers, detection devices, mobile radio, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, including hurricanes, snow storms and flooding conditions, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The employee occasionally works below ground level and in a confined space.

The noise level in the work environment is usually loud.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for DPW Laborer. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request

Judith Perkins

Human Resources Director

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